

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee and the Finance Committee of the Dodge County Board of Supervisors held on Monday, July 3, 2017 at 9:45 a.m. in meeting Room 1H & I, located on the first floor of the Administration Building.

ALSO PRESENT: Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Julie Kolp, Finance Director; Russell Kottke, County Board Chairman; Kim Nass, Corporation Counsel; Angi Zilliox, Human Resources Specialist; Ann Schulz, Clearview Director of Nursing; Marilyn Miller, County Board Supervisor; Sheriff Dale Schmidt; Brian Field, Highway Commissioner; Donna Maly, County Board Supervisor; Becky Bell, Human Services and Health Director; Lynn Hron, Clerk of Courts; Karen Gibson, County Clerk; Patti Hilker, Treasurer; Thomas Schaefer, County Board Supervisor; Richard Fink, County Board Supervisor; Ed Benter, County Board Supervisor.

Meeting called to order by Marsik at 9:47 a.m.

Roll call was taken. All members present.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None

Hinze distributed the current pay structure with employee steps as of June 20, 2017 and a revised pay structure reflecting a 1%/1% split increase for January and July 2018, respectively. Hinze distributed various cost analysis on the options that were discussed at a previous meeting. There was discussion among the committee members and attendees regarding the options and effect on different departments and the overall budget. Frohling suggested computing a 1.25% cost of living increase to Option 5 for comparison reasons.

Finance Committee adjourned at 10:40 a.m.

Motion by Schmidt to approve the regular session minutes of the June 20, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Duchac. Motion carried.

Hinze explained that as part of the ERP planning and anticipated procurement policy, there is a recommendation to create a Purchasing Agent position. Hinze indicated that a Job Description Questionnaire (JDQ) and job description were completed and sent to Carlson Dettmann for consideration resulting in the recommendation of placement on the Dodge County Labor Structure at Grade Nine (9). Hinze explained that a resolution will be submitted to the County Board at the July meeting to create the position for 2018.

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Motion by Greshay to approve placement of the Purchasing Agent position into the Dodge County Labor Grade Structure at Grade Nine (9). Second by Frohling. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Mechanic	Highway
One (1) Utility II/Truck Driver	Highway
One (1) Disability Benefit Specialist	Human Services

Motion by Greshay to approve the Personnel Requisitions. Second by Schmidt. Motion carried.

Mindemann presented a General Leave of Absence for consideration for a seasonal employee with the Highway Department for 07/17/2017 for a family vacation.

Motion by Greshay to approve the General Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Anne F. Conners, HS Supervisor Fiscal Support, Human Services and Health, \$30.34, DC09, ST06, 06/26/2017; Craig A. Freitag, Deputy Sheriff P.T. Drug Task Force, Sheriff, \$17.50, MSC38, ST01, 06/20/2017; Michael A. Zuehlke, Correctional Officer, Sheriff, \$18.77, DC05, ST01, 06/26/2017. LIMITED TERM/SEASONAL NEW HIRE - None. LIMITED TERM/SEASONAL RE-HIRE - Clarajean A. Laatsch, Temporary Clerical, Treasurer, \$9.00, MSC02, ST01, 07/21/2017. LIMITED TERM/SEASONAL RE-HIRE – None. RECLASSIFICATION – Pamela J. Wiersma, Child Support Specialist II – Enforcement, Child Support, \$18.77, DC05, ST01, 06/01/2017; Jason S. Alvarado, Centerline Operator, Highway, \$19.31, DC05, ST02, 06/17/2017; Wade B. Osterholz, Senior Land Use/Sanitarian Specialist, LR&P, 24.60, DC08, ST01, 06/20/2017; Erica L. Lemke, Communications Sergeant, Sheriff, \$26.54, DC07, ST07B, 06/24/2017. STEP INCREASE – Jaime L. Bailey, Psychiatric Therapist II Outpatient (MI), Human Services, \$27.31, DC09, ST02, 05/25/2017; Lisa E. Zimmer, Account Clerk III, Human Services, 17.31, DC04, ST02, 06/07/2017.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: None

HR Director's Report:

- a) Update Regarding Employee Trust Funds Group Insurance Board Proposed Transition to Self-Insurance: Hinze provided a copy of the 2018 WRS Contribution Notice.
 1. Hinze stated that a meeting was held with the city of Beaver Dam Mayor, Director of Administration and M3. Hinze indicated that the City was very receptive to the consortium idea. Hinze noted that they need to wait until August 16th for M3's presentation.

Future Agenda Items: 2018 Wages and Benefits.

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The next scheduled meetings of the Human Resources and Labor Negotiations Committee are: a special joint meeting with Finance Committee on **Tuesday, July 11, 2017 at 8:00 a.m.** which will be held in rooms 1H and 1I of the Administrative Building and regular meetings on **Tuesday, July 18, 2017 and Tuesday, August 8, 2017 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:56 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.